

OFFICE OF TRAINING

NOTICE  
NO. 19-56

15 June 1956

SUBJECT: Disposition of Records

1. Now that the Records Control Schedule has been completed and approved by the Management Staff, all components of OTR will begin immediately to retire or destroy records in accordance with the Schedule as it pertains to their respective offices.
2. The instructions outlined below will be followed when retiring OTR records classified other than Top Secret:
  - a. Corrugated, fiberboard containers, measuring 15" x 12" x 10" will be used for the retirement of records. Each container holds one cubic foot of material, or one half of the contents of a legal size safe drawer. Unassembled containers can be obtained from the ARO/TR.
  - b. Records should be placed in the containers in the same order in which they were maintained and arranged in the file cabinets. Do not pack the containers too tightly.
  - c. Top Secret material will be retired by special arrangement with the ARO/TR and the Top Secret Control Officer, OTR.
  - d. Arrangements for the shipment of the containers will be made through the ARO/TR.
3. Specific Forms (which may be obtained from ARO/TR) will be:
  - a. Form No. 140
    - (1) Job Number - A job number is required to be shown on Form 140 for each separate group of records being retired. This number will be obtained from the ARO/TR.
    - (2) Description of File Series - A brief description of the records will be inserted which will be taken from the approved records control schedule and will include the schedule and item numbers, record series title and description, and the inclusive date of the records being retired.

This document is part of an integrated file. If separated from the file it must be destroyed.

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b. Form No. 140a, Records Shelf List - The use of this form is optional. It can be used when the retiring component wishes a more detailed listing of the material than is indicated on Form No. 140. When used, it should identify the contents of each container by listing the subject or title of each folder or document contained therein. An original and one copy will be forwarded to the ARO/TR with Form No. 140.

c. Form No. 14, Records Storage, Box Label - One label should be affixed to the upper left hand corner of the small end of each container. The number of each container and its relation to the total number of containers will be indicated on each label, e.g., 1 of 5, 2 of 5 etc.

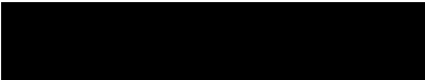
4. Service on retired records can be obtained by observing the following procedures:

a. Routine Requests - Form 490, Records Center Service Request, will be used for all routine requests for documents from the Records Center. Follow the instructions on the form and send to the ARO/TR for transmission to the Records Center. Routine requests are serviced promptly and documents are normally supplied within twenty-four hours.

b. Urgent Requests - If documents at the Records Center are needed within a few hours, special service is available to handle urgent requests. Call Ext. 3001 and furnish the ARO/TR with the same information as requested on Form 490. This information will be relayed to the Records Center and the documents will be forwarded as soon as possible. Expediting this type of request places extra demands on courier personnel, Records Center personnel and the communication system, so it is desirable that this procedure be used only when need for documents is urgent.

5. The ARO/TR will be notified when records are destroyed in an office in accordance with the Schedule. Notification will include the Item Number and the approximate volume in cubic feet of records destroyed. (One legal-size safe drawer contains two cubic feet.)

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MATTHEW BAIRD  
Director of Training

Distribution:

All OTR Personnel

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